

BY ORDER OF THE  
SECRETARIES OF THE AIR FORCE, ARMY,  
AND NAVY



AIR FORCE JOINT INSTRUCTION 36-2307  
ARMY REGULATION 351-4  
SECNAVINST 4950.5  
30 DECEMBER 1994

Personnel

**THE DEFENSE INSTITUTE OF SECURITY  
ASSISTANCE MANAGEMENT**

This instruction implements Department of Defense (DoD) Directive 2140.5, *Defense Institute of Security Assistance Management (DISAM)*, June 2, 1993 and AFPD 36-23, *Military Education*. It outlines procedures for administering, supervising, and supporting DISAM. It applies to all Military Departments and Defense agencies.

**SUMMARY OF REVISIONS**

This revision aligns the instruction with AFPD 36-23; clarifies DISAM organization statements to reflect DISAM's current reporting chain, including the Defense Security Assistance Agency and the Policy and Advisory Council; clarifies channels of authority for fiscal administration; updates service points of contact; and deletes Defense Management Education Training (DMET) reporting requirements.

**1. Mission. DISAM:**

- 1.1. Conducts training courses which prepare both US and foreign military and civilian personnel, as well as US contractors, for assignment to security assistance positions worldwide.
- 1.2. Conducts research in defense security assistance management concepts and methods.
- 1.3. Gathers and distributes information on new policies, methods, and practices in security assistance management.
- 1.4. Provides consultation services to the Office of the Secretary of Defense (OSD) and the Military Departments on security assistance management matters.

**2. Responsibilities:**

- 2.1. The Secretary of Defense directs the Secretary of the Air Force to act as the executive agent for DISAM.
- 2.2. The Director, Defense Security Assistance Agency:
  - 2.2.1. Chairs the DISAM Policy and Advisory Council.
  - 2.2.2. Provides Foreign Military Sales (FMS) funds (8242) to DISAM for expenses related to administration of the *Security Assistance Program*, including travel and per diem according to paragraph 3.1 below, except as indicated in paragraphs 2.5.8 and 2.7.
- 2.3. The DISAM Policy and Advisory Council approves the DISAM organizational structure based on the table of allowances, TDA-WP45433.
- 2.4. The Commandant, DISAM reports directly to the Director, Defense Security Assistance Agency (DSAA).
- 2.5. DISAM:
  - 2.5.1. Participates in security assistance management study teams, committees of inquiry, symposia, seminars, and professional meetings.
  - 2.5.2. As resources permit, provides research and consultation in security assistance-related areas to all elements of DoD.
  - 2.5.3. Allocates student quotas to the Military Departments and other users no later than 6 months before the start of the fiscal year.
  - 2.5.4. Provides a schedule of quotas, based on availability, and applicable student TDY fund citations to:
    - 2.5.4.1. US Army Materiel Command, AMCPE-CC-E, 5001 Eisenhower Ave., Alexandria VA 22333-0001.

Supersedes AFR 53-22, AR 351-4 and OPNAVINST  
4950.33A, 13 January 1983.  
OPR: DISAM/DA (Lt Col Richard W. Rigsbee)

Certified by: HQ USAF/DP (Lt Gen Billy J. Boles)  
Pages: 3/Distribution: (see page 3 )



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2.5.4.2. Naval Education and Training Security Assistance Field Activity (NETSAFA) /Code N-21, 125 West Ramona Street, Suite 600, Pensacola FL 32501-5849.

2.5.4.3. HQ Air Force Materiel Command, AFMC/DPUO, 4225 Logistics Ave, Suite 17, Wright-Patterson Air Force Base Ohio 45433-5756.

2.5.4.4. Coast Guard - Chief, International Affairs Staff (G-CI), US Coast Guard Headquarters, 2100 Second Street, SW, Washington DC 20593.

2.5.5. Conducts training for federal non-DoD agencies on a reimbursable basis as allowed under criteria in the Federal Personnel Manual (FPM), chapter 410, subchapter 4-3b.

2.5.6. Prepares an annual budget based on the program approved by the Comptroller, DSAA.

2.5.7. Prepares RCS: SAF-FMB (A) 7108, *Formal Training Course Cost Report*, according to DoD 7000.14-R, Volume 15, *Financial Management Regulation (Security Assistance Policy and Procedures)*, March 1993, and AFI 65-602, *Formal Training Course Cost Report*.

2.5.8. Determines an appropriate tuition charge for each fiscal year for international and industry students.

2.5.9. Establishes qualifications for faculty and staff positions and interviews all potential faculty and staff members (both military and civilian) before formal assignment to DISAM.

2.5.10. Recruits civilian faculty and staff members as Air Force employees under applicable Air Force directives.

2.5.11. Forwards to Air Force Security Assistance Training Squadron (AFSAT), a list of US defense industry students attending DISAM, to include their respective companies' billing addresses and appropriate tuition costs, within 3 calendar days of students' arrival.

2.6. Each Military Department:

2.6.1. Ensures that DISAM's curricula reflects the latest security assistance policies and procedures.

2.6.2. Takes part in DISAM curricula reviews as scheduled.

2.6.3. Provides DISAM with copies of all its pertinent security assistance management publications, including policy actions and implementing directives.

2.6.4. Provides qualified nominees to serve on the DISAM faculty and staff, and maintains manpower accountability for DISAM military authorizations under its own manpower directives.

2.6.5. Surveys its requirements for DISAM quotas by 1 February each year (20 months before the target fiscal year), and submits them to DISAM by 1 April (18 months before the target fiscal year).

2.6.6. Bears the cost of student pay and allowances for students attending DISAM courses.

2.6.7. Handles attendance waivers for overseas-bound DoD personnel with the gaining unified command.

2.6.8. Works through the DISAM Director of Academic Support (DISAM/DA) to maintain manpower accountability for DISAM military authorizations.

2.7. Foreign and US Defense Industry Students:

2.7.1. Foreign military and civilian national students accepting invitational quotas as International Military Education and Training (IMET) and FMS recipients are required to pay all costs, including travel per diem, quarters, subsistence, and applicable tuition fees, under the *Foreign Assistance Act* or the *Arms Export Control Act*.

2.7.2. Foreign students will address inquiries concerning tuition rates and underlying cost data rationale to the Air Force Security Assistance Training Squadron (AFSAT), 2021 1st Drive West, Randolph AFB TX 78150-5001.

2.7.3. US defense industry students attending DISAM are responsible for their own transportation and living arrangements.

2.8. Air Force Security Assistance Training Squadron (AFSAT):

2.8.1. Processes all foreign student assignments.

2.8.2. Prepares and processes billings for IMET and FMS recipients accepting invitational quotas or mobile education teams (MET) from a DoD component through the military department or agency contractor. Reimbursements from Security Assistance Training Programs (IMET and FMS) are based on tuition rates approved by SAF/FMBIS, or actual MET costs, and credited to the appropriation which incurred the cost.

2.8.3. Forwards billings for domestic contractors to their respective companies for payment.

2.8.4. Forwards all reimbursements from non-FMS foreign and domestic contractors, and METs to the Defense Finance and Accounting Service Center - Denver (DFAS-DE).

2.9. The Deputy Chief of Staff, Personnel (HQ USAF/DP) monitors Air Staff support of DISAM to ensure DISAM has the resources necessary to carry out its mission.

2.10. Air Force Materiel Command (AFMC) provides complete administrative, personnel (military and civilian), and logistical support to DISAM through an interservice support agreement between the host unit at Wright-Patterson AFB, Ohio and DISAM.

### 3. Funding of DoD Student Oversea Travel:

3.1. If training is performed as an adjunct to travel to support DoD programs, then overseas travel is funded by the applicable DoD appropriation.

3.2. If training is performed as an adjunct to travel to support an FMS case, then the overseas travel is funded by the applicable FMS case funds.

3.3. If the sole purpose of travel is to attend a DISAM course, then the sending DoD component or major command of assignment that will allot for actual FMS administrative expenses funds the overseas portion of travel.

**4. Training Requirements and Student Selection.** General information, course descriptions, and selection criteria are in the DoD Catalog 5010.16-C, *Defense Manpower Education and Training Program (FM&P)*, July 1991. More specific course information is in the annual *DISAM Catalog*. Course information may also appear in the service schools' catalogs.

4.1. Using agencies submit resident course requirements on DD Form 1631, **Defense Management Education and Training Program Requirements/Quota Assignment**, and on-site requirements on DD Form 1631-1, **Defense Management Education and Training Program Requirements for Course Presented On-site**.

4.2. Users submit proposed requirements for the 2 following fiscal years at the same time on DD Form 1632, **Defense Management Education and Training Program Requirements Fiscal Years**\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_.

4.3. Component offices submit DD Form 1556, **Request, Authorization, Agreement, Certification of Training, and Reimbursement**, for each nominee to DISAM/DAS

at least 45 calendar days before the reporting date for the course and promptly report to DISAM/DAS any quotas not expected to be filled.

**5. Navy Forms.** Navy personnel may order the following forms from the Navy Supply System using NAVSUP P-2002:

5.1. DD Form 1556, **Request, Authorization, Agreement, Certification of training and Reimbursement**; S/N 0102-LF-001-5562.

5.2. DD Form 1631, **Defense Management Education and Training Program Requirements/Quota Assignment**; S/N 0102-LF-017-8000.

5.3. DD Form 1631-1, **Defense Management Education and Training Program Requirements for Courses Presented On-Site**; S/N 0102-LF-017-8100.

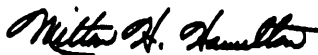
5.4. DD Form 1632, **Defense Management Education and Training Program Requirements for Fiscal Year**; S/N 0102-LF-017-8200.

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ASO Code 103  
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Philadelphia PA 19120-5099 (300 copies)

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